

# OCFO BULLETIN



Published by the Office of the Chief Financial Officer

October 15, 1998 - FY99 No. 01

## **New GSA Credit Card Program to be Effective November 30, 1998**

In February 1998, the General Services Administration (GSA) issued six contracts for the replacement of the American Express travel card, the I.M.P.A.C. purchase card, and the Wright Express fleet card to be effective on November 30, 1998. GSA provided for each federal agency to select a contractor for these services. Citibank was chosen by a DOL task group to replace all three cards.

The American Express travel card, the I.M.P.A.C. purchase card, and the Wright Express fleet card will expire at 11:59 p.m. on November 29, 1998, with no exception. New cards will automatically be issued to current cardholders. Three separate cards will be issued, one each for travel, purchase, and fleet. The paper-based process that currently exists for the processing and payment of travel, purchase, and fleet actions will remain unchanged for at least six months. Citibank will mail all of the credit cards on November 15, 1998. Travel cards will have ATM access, and the PIN numbers will be mailed to the cardholders four or five days after the travel cards have been mailed.

A combined purchase and travel two-hour training course will be provided jointly by Citibank and this Office in the National Office, and in the Boston and Dallas OASAM Regional Offices. This training is specifically targeted for Finance/Payment Officials, Credit Card Coordinators, and Approving Officials. A video tape will be made of the first session which will be distributed to the National Office Agencies and the OASAM Regional Offices.

A memorandum, issued jointly by the Assistant Secretary for Administration and Management and the Acting Chief Financial Officer, explaining the program will be sent to all DOL employees in October. Please direct any questions you may have to Tony Amadeo at (202) 219-8341, extension 127.

## OPERATIONS, DEVELOPMENTS, AND EVENTS

1. On October 8, 1998, President Clinton announced that he will nominate Kenneth M. Bresnahan as Chief Financial Officer (CFO) at the Department of Labor (DOL). Ken joined the Department in October 1996 as Deputy CFO and has served as the Acting CFO since April 1997.

As you know, Ken is active in the government-wide CFO Council and serves as Chair of the Human Resources Committee. He is also an active member of the Association of Government Accountants (AGA). He was recently named a Financial Executive of the Year for 1998 by the Institute of Management Accountants.

2. Accountability Report. We will begin work on the 1998 Accountability Report later this month. The Accountability Report includes a variety of program and financial information, including the audited financial statements and the auditor's report. The program information is largely performance data, drawn this year from the information provided with Agency budget submissions. During the next several months, we will be working with the program Agencies to finalize the text that will appear in the report. We hope to improve upon the 1997 Report, which received favorable reviews from many readers.

We will also be participating in the AGA Certificate of Excellence program, in which Accountability Reports are reviewed against specific criteria by an independent group selected by AGA. This year, we participated as one of six agencies in a pilot program to help develop the certification process. Anyone interested in a copy of the 1997 Report may contact Mark Wolkow at (202) 219-8184, extension 123.

3. Final Quarter Prompt Pay Data. Prompt pay data for the 4th quarter FY 1998 are due by the end of October. All finance offices received the quarterly request for non-Accounts Payable Subsystem payment information, and should submit the data to Mark Wolkow by fax or e-mail. Our target for FY 1999 is to pay 95% of all bills subject to the Prompt Payment Act on time. To do this, we'll need to improve in some locations within the Department. Please contact Mark Wolkow if you have any questions about Prompt Pay, or would like to consult with someone about how to improve your on-time percentage.
4. Payroll Calendar. To accommodate the coming holidays, there will be five requests for early submission of the Supervisor Certification and Exception Reports as well as changes in the payroll processing schedule for pay periods 23, 24, and 26 in 1998 and pay periods 02 and 04 in 1999. To provide advance notice to servicing finance offices, we have included a payroll processing calendar covering these pay periods on pages 6, 7, and 8.
5. The statutory deadline for scheduling use-or-lose annual leave is November 21, 1998. To avoid forfeiting use-or-lose annual leave, an employee must request the leave in writing and receive his/her supervisor's approval in writing by this date. The current leave year ends January 2, 1998, at which time all annual leave over an employee's ceiling (240 hours for most employees) is automatically forfeited. The OASAM will be issuing a Spotlight on this to remind employees and supervisors.
6. Accuracy of Home Address and State Tax Jurisdiction. Employees' home addresses have been printed on Earnings and Leave Statements (E&Ls) once each quarter this calendar year. They

## OPERATIONS, DEVELOPMENTS, AND EVENTS

appeared on the pay period 17 E&Ls and will again be printed on pay period 23 E&Ls. Each employee should review this address for accuracy. It is very important that this address be correct because this is the address to which the employee's W-2 will be mailed. Address changes can be made using Employee Express or by submitting a corrected Employee Address Report (normally held by timekeepers) or a memorandum to the servicing payroll office.

Employees can confirm the accuracy of their State tax jurisdiction by reviewing the "State Tax" code field on their E&Ls. Corrections should immediately be made by completing a new State tax withholding certificate and submitting it to the servicing payroll office.

7. Health Benefits Processing. The health benefits open season soon will be upon us. To help ensure timely processing of these forms, we ask that servicing personnel offices submit any non-open season items to us as they are received and completed.

Also, please submit the completed Health Benefit Enrollment forms related to open season on a weekly basis. Do not hold these forms until the end of open season. We want to avoid any unnecessary delays in processing which can result in coverage problems for employees and their families.

8. Regional Transit Subsidy. Regional finance offices may process employees' October reimbursement requests in the Transit Subsidy System through 2:00 p.m. Eastern Time on November 16, 1998. The disbursements will be in employees' bank accounts no later than November 20, 1998.
9. Orientation on DD/EFT for Salary Payments. Tony Amadeo, Division of Planning and Internal Control, has scheduled four orientation meetings on Labor's Direct Deposit/Electronic Funds Transfer (DD/EFT) program for salary payments to acquaint national office employees who are not currently enrolled in the Direct Deposit program with EFT. Letters have been sent to National Office employees who currently receives salary payments by check inviting them to enroll in the Direct Deposit program and informing them of the orientation meetings.

The meetings are scheduled for 9:00 a.m and 10:30 a.m. on October 22 and 27, 1998. Employees should contact Tony Amadeo at (202) 219-8314, extension 127, to register for one of the sessions.

10. FY 1999 DOLAR\$ Codes: The FY 1999 Object Class Listing was issued on September 21, 1998, as Transmittal Letter (T/L) No. 74 for the DOLAR\$ Procedures Handbook. The Department-wide FY 1999 Responsibility Center Codes (RCCs) Codebook and the FY 1999 Project Codes will both be issued soon as T/L 75 and T/L 76, respectively.

The RCC Tables now are available on the Regional LANS in the On-Line Reports Review module. Hard copies have been hand delivered to the National Office Agencies. Agency Financial Managers who would like to have the Tables available on their LAN should contact Clayton Simmons at 219-8341, extension 190. The tables are derived directly from the DOLAR\$ database and include all active, inactive, and prior year RCCs back to 1990, and identify the fiscal years for which each is valid.

## **DOLAR\$ AVAILABILITY SCHEDULE**

### **October 15 through November 20, 1998**

Following are the dates and hours that DOLAR\$ will be available from October 15 through November 20, 1998. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Karen Tekleberhan at (202) 219-8314, ext. 166, or Naomi Franklin at (202) 219-6922, ext. 153.

#### **October 1998**

Thurs.	Oct. 15 through	Fri.	Oct. 16	-	8:00 a.m. to 8:00 p.m.
Sat.	Oct. 17 through	Sun.	Oct. 18	-	System Closed
Mon.	Oct. 19 through	Fri.	Oct. 23	-	8:00 a.m. to 8:00 p.m.
Sat.	Oct. 24 through	Sat.	Oct. 25	-	System Closed
Mon.	Oct. 26 through	Fri.	Oct. 30	-	8:00 a.m. to 8:00 p.m.
Sat.	Oct. 31			-	System Closed

#### **November 1998**

Sun.	Nov. 1			-	System Closed
Mon.	Nov. 2 through	Fri.	Nov. 6	-	8:00 a.m. to 8:00 p.m.
Sat.	Nov. 7 through	Sun.	Nov. 8	-	System Closed
Mon.	Nov. 9 through	Tue.	Nov. 10	-	8:00 a.m. to 8:00 p.m.
Wed.	Nov. 11			-	System Closed
Thurs.	Nov. 12 through	Fri.	Nov. 13	-	8:00 a.m. to 8:00 p.m.
Sat.	Nov. 14 through	Sun.	Nov. 15	-	System Closed
Mon.	Nov. 16 through	Fri.	Nov. 20	-	8:00 a.m. to 8:00 p.m.

## FY 98 DOLARS YEAR-END CLOSING

Following are key dates and activities extracted from the DOLAR\$ year-end closing/conversion schedule.

### Legend

NOAs = National Office Agencies  
OAPS = Office of Accounting and Payment Services, OCFO

### **FY 98 Year-End Processing**

<u>Activity</u>	<u>Date</u>	<u>Responsible Office</u>
Process final FY 98 CATARS depreciation entries into DOLAR\$ - For other than WCF.	10/16	NOAs
Complete final FY 98 CATARS to DOLAR\$ reconciliation for WCF only.	10/16	NOAs
Third preliminary reports for Sept. FY 98 will be available to NOAs/Rs.	10/19	OFS

## INTERACTIVE PAYROLL SYSTEM HOLIDAY PROCESSING SCHEDULE

### NOVEMBER 1998 - PAY PERIOD 23

Thurs.	Oct. 29	Personnel/Payroll Interface 1 processed at 8:00 a.m.
Mon.	Nov. 02	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Thurs.	Nov. 05	Personnel/Payroll Interface 3 processed at 8:00 a.m.
Fri.	Nov. 06	<u>Early submission</u> of Supervisor Certification and Exception (SC&E) Reports by 10:00 a.m. to Servicing Payroll Offices (SPOs). Submission by Regions/Agencies to IPS by COB.
Sat.	Nov. 07	Personnel/Payroll Interface 4 processed at 8:00 a.m. T&A Cycle 1 processed.
Mon.	Nov. 09	T&A Cycle 2 processed at 8:00 p.m.
Tues.	Nov. 10	T&A Cycle 3 processed at 2:30 p.m. and Payroll Compute.
Thurs.	Nov. 12	Payroll certification with an EFT effective date of November 13, 1998, and a check effective date of November 18, 1998.

### NOVEMBER 1998 - PAY PERIOD 24

Thurs.	Nov. 12	Personnel/Payroll Interface 1 processed at 8:00 a.m.
Mon.	Nov. 16	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Thurs.	Nov. 19	Personnel/Payroll Interface 3 processed at 8:00 a.m.
Fri.	Nov. 20	<u>Early submission</u> of SC&E Reports by 10:00 a.m. to SPOs. Submission by Regions/Agencies to IPS by COB.
Sat.	Nov. 21	Personnel/Payroll Interface 4 processed at 8:00 a.m. T&A Cycle 1 processed.
Mon.	Nov. 23	T&A Cycle 2 processed at 8:00 p.m.
Tues.	Nov. 24	T&A Cycle 3 processed at 2:30 p.m. and Payroll Compute.
Wed.	Nov. 25	Payroll certification with an EFT effective date of November 27, 1998, and a check effective date of December 2, 1998.

## INTERACTIVE PAYROLL SYSTEM HOLIDAY PROCESSING SCHEDULE

### DECEMBER 1998 - PAY PERIOD 25

Only 3 Personnel/Payroll Interfaces.

Mon.	Nov. 30	Personnel/Payroll Interface 1 processed at 8:00 a.m.
Thurs.	Dec. 03	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Mon.	Dec. 07	Personnel/Payroll Interface 3 processed at 8:00 a.m.

No other changes to the normal schedule.

### DECEMBER 1998 - PAY PERIOD 26

Thurs.	Dec. 10	Personnel/Payroll Interface 1 processed at 8:00 a.m.
Mon.	Dec. 14	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Thurs.	Dec. 17	Personnel/Payroll Interface 3 processed at 8:00 a.m.
Fri.	Dec. 18	<u>Early submission</u> of SC&E Reports by 10:00 a.m. to SPOs. Submission by Regions/Agencies to IPS by COB.
Sat.	Dec. 19	Personnel/Payroll Interface 4 processed at 8:00 a.m. T&A Cycle 1 processed.
Mon.	Dec. 21	T&A Cycle 2 processed at 8:00 p.m.
Tues.	Dec. 22	T&A Cycle 3 processed at 2:30 p.m. and Payroll Compute.
Wed.	Dec. 23	Payroll certification with an EFT effective date of December 24 or 28, 1998, (to be determined by Treasury) and a check effective date of December 31, 1998.

### JANUARY 1999 - PAY PERIOD 01

No changes to the normal schedule.

## INTERACTIVE PAYROLL SYSTEM HOLIDAY PROCESSING SCHEDULE

### JANUARY 1999 - PAY PERIOD 02

Thurs.	Jan. 07	Personnel/Payroll Interface 1 processed at 8:00 a.m.
Mon.	Jan. 11	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Thurs.	Jan. 14	Personnel/Payroll Interface 3 processed at 8:00 a.m.
Fri.	Jan. 15	<u>Early submission</u> of SC&E Reports by 10:00 a.m. to SPOs. Submission by Regions/Agencies to IPS by COB.
Sat.	Jan. 16	Personnel Payroll Interface 4 processed at 8:00 a.m. T&A Cycle 1 processed.
Mon.	Jan. 18	Martin Luther King, Jr., Day
Tues.	Jan. 19	T&A Cycle 2 processed at 8:00 p.m.
Wed.	Jan. 20	T&A Cycle 3 processed at 2:30 p.m., and Payroll Compute.
Thurs.	Jan. 21	Payroll certification with an EFT effective date of January 22, 1999, and a check effective date of January 27, 1999.

### FEBRUARY 1999 - PAY PERIOD 03

No changes to the normal schedule.

### FEBRUARY 1999 - PAY PERIOD 04

Thurs.	Feb. 04	Personnel/Payroll Interface 1 processed at 8:00 a.m.
Mon.	Feb. 08	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Thurs.	Feb. 11	Personnel/Payroll Interface 3 processed at 8:00 a.m.
Fri.	Feb. 12	<u>Early submission</u> of SC&E Reports by 10:00 a.m. to SPOs. Submission by Regions/Agencies to IPS by COB.
Sat.	Feb. 13	Personnel/Payroll Interface 4 processed at 8:00 a.m. T&A Cycle 1 processed.
Mon.	Feb. 15	Presidents' Day



## **INTERACTIVE PAYROLL SYSTEM HOLIDAY PROCESSING SCHEDULE**

Tues.	Feb. 16	T&A Cycle 2 processed at 8:00 a.m.
Wed.	Feb. 17	T&A Cycle 3 processed at 2:30 p.m., and Payroll Compute.
Thurs.	Feb. 18	Payroll certification with an EFT effective date of February 19, 1999, and a check effective date of February 24, 1999.

## FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES

FinanceNet has a very useful "Employment, Education, and Training" Internet site at the URL below.

<http://www.financenet.gov/financenet/jobs/fedjobs.htm>

You can browse and print course catalogs from The Center For Applied Financial Management and the USDA Graduate School and the JFMIP's "Calendar of Financial Management Training," as well as catalogues and course offering from many other institutions.

Below are financial management training opportunities being offered by the Center for Applied Financial Management. To read descriptions of the courses, visit the Center's Internet site at the URL below.

<http://www.fms.treas.gov/center/course.html>

You can reserve a space for a scheduled class using the Internet on the Center's Home Page or you may call the Registrar at (202) 874-9560. You can register by faxing a training authorization form to (202) 874-9629. To register by mail, the address is: Financial Education Department, Registrar, The Center for Applied Financial Management, 1990 K Street NW, 3rd Floor, Washington, DC 20006.

All courses, unless noted otherwise, will be held at the Center's training facility located at 1990 K Street NW, Washington, DC.

### FASAB COURSES

#### **Survey of Federal Accounting Concepts and Standards**

(FASAB No. 1 through No. 8 and the Concept Statements of Objectives of Reporting and Entity and Display)

February 23-24, 1999

#### **Managerial Cost Accounting**

January 11-12, 1999

March 11-12, 1999

#### **Property, Plant, and Equipment/Stewardship Reporting**

(SFFAS No. 6 and No. 8, FASAB standards concerned with property, plant, and equipment.)

January 25-26, 1999

March 22-23, 1999

#### **The Revenue Standard/Form and Content Statements**

(SFFAS No. 7, Accounting for Revenue and Other Financing Sources.)

November 4-6, 1998

January 27-29, 1999

## **FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES**

### **Federal Asset and Liability Standards**

(SFFAS No. 1, Selected Assets and Liabilities; SFFAS No. 3, Inventory and Related Property; and SFFAS No. 5, Accounting for Liabilities.)

March 8-9, 1999

## **TREASURY S CENTER FOR APPLIED FINANCIAL MANAGEMENT**

### **Accrual World**

February 8-9, 1999

March 30-31, 1999

### **Basic Accounting Concepts**

January 27, 1999

### **Budget Execution Game**

December 8-9, 1998

### **Certifying Officers: Your Roles and Responsibilities**

November 3, 1998

January 26, 1999

March 30, 1999

### **Dollars and Sense: Making Sense of Treasury s Central Accounting Requirements**

January 20-21, 1999

### **Implications of Federal Appropriations Law**

February 9-10, 1999

### **Reconciling the Fund Balance with Treasury**

December 11, 1998

January 15, 1999

February 26, 1999

March 12, 1999

### **Reconciling the Statement of Differences**

December 10, 1998

January 14, 1999

February 25, 1999

March 11, 1999

### **Standard General Ledger: Basic**

January 11-12, 1999

March 24-25, 1999

## **FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES**

### **Standard General Ledger: Advanced**

January 13-14, 1999

### **Standard General Ledger: Upward and Downward Adjustments**

January 15, 1999

March 3, 1999

### **SF 224: Statement of Transactions**

January 12-13, 1999

March 9-10, 1999